Air Force Facility Management Manning and Classification Study: Update on Results

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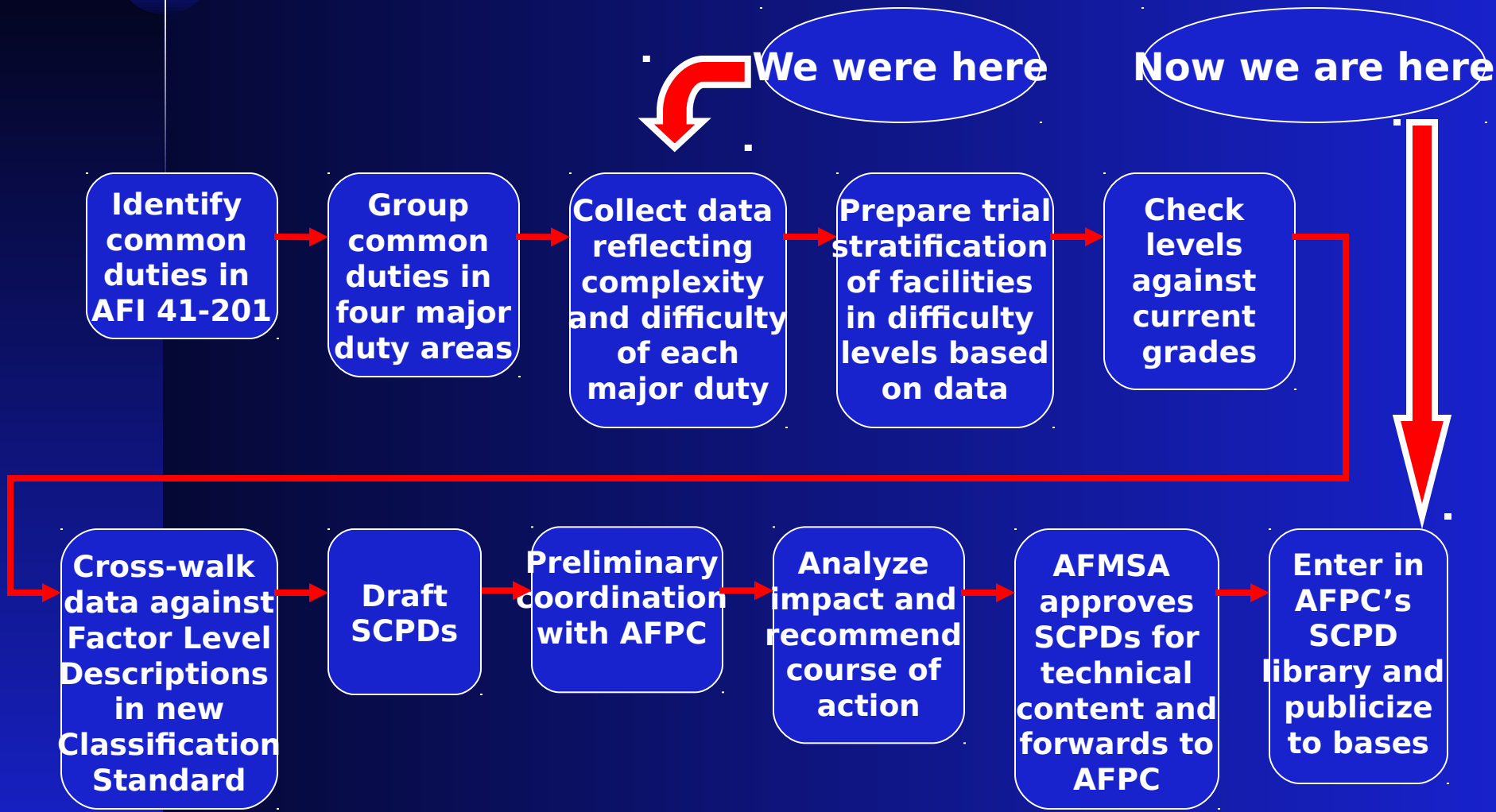
Overview

- Study summary
- Study results
  - Classification
  - Other Data
- Implementing Standard Core Personnel Documents (SCPDs)
- Impact of National Security Personnel System (NSPS) on SCPDs
- Conclusions and Questions

Study Summary

- **Objective**: achieve appropriate, consistent, and defendable GS grade classifications for civilian AF medical facility management (FM) positions
- Based on
  - "Administrative Work in Equipment, Facilities and Services Group" GS-1600, May 2003
  - Chapter 4 of AFI 41-201, 25 Mar 2003

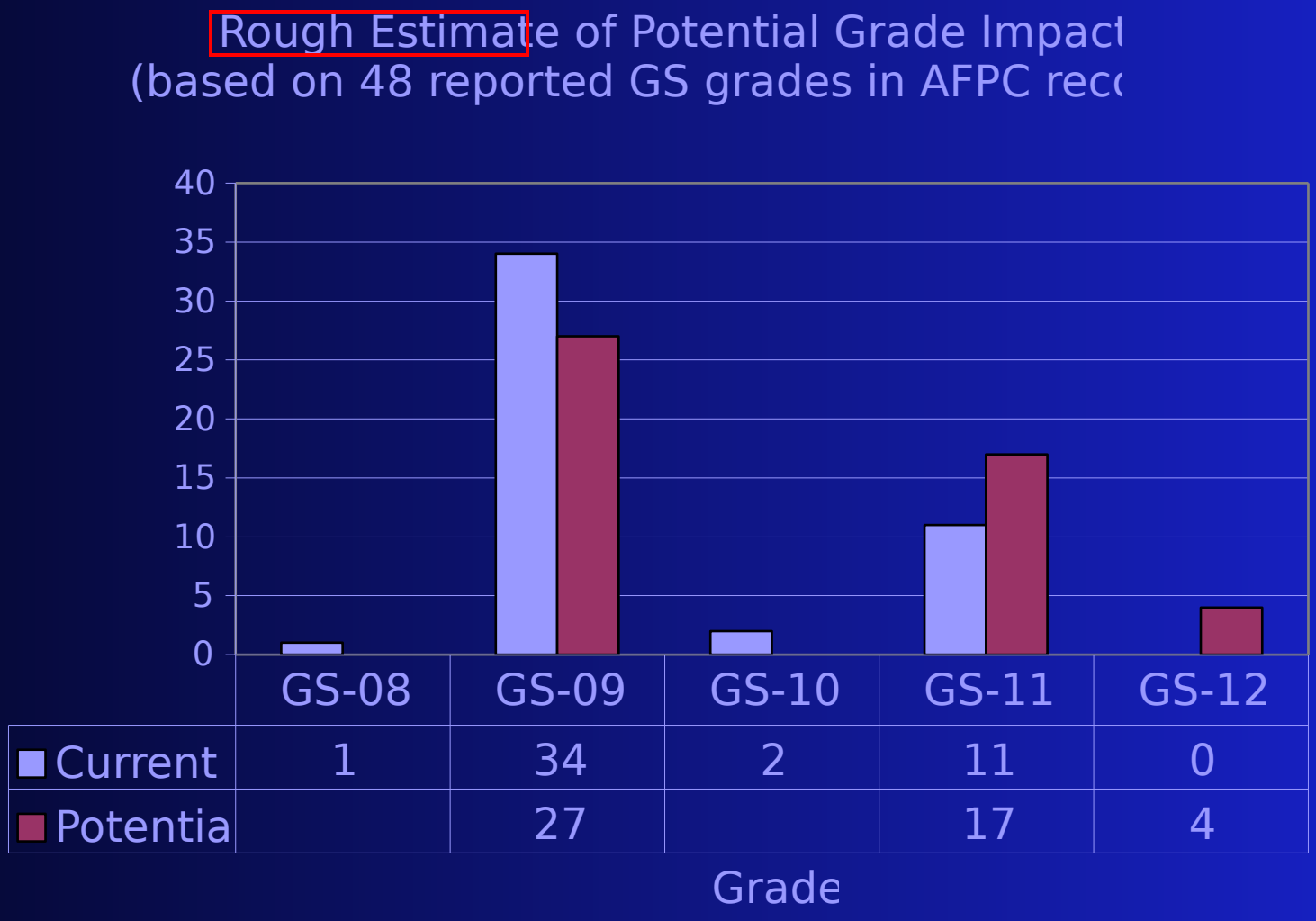
Study Summary


We were here
Now we are here
Identify common duties in AFI 41-201
Group common duties in four major duty areas
Collect data reflecting complexity and difficulty of each major duty
Prepare trial stratification of facilities in difficulty levels based on data
Check levels against current grades
Cross-walk data against Factor Level Descriptions in new Classification Standard
Draft SCPDs
Preliminary coordination with AFPC
Analyze impact and recommend course of action
AFMSA approves SCPDs for technical content and forwards to AFPC
Enter in AFPC's SCPD library and publicize to bases

Study Results—Classification

- Two SCPDs: GS-09 and GS-11 (see July AFMLL or FM page for download)
- What about GS-12 ???
  - Perhaps 7 MTFs in AFMS can justify
  - One contractor, one officer, one GS-800 series hospital engineer
  - AFPC reviewed four others and concluded they might involve GS-12 work but each was unique
  - AFPC advised tailor a CPD for each (refer to shell available from AFMSA/Chuck Callender)

Study Results—Classification

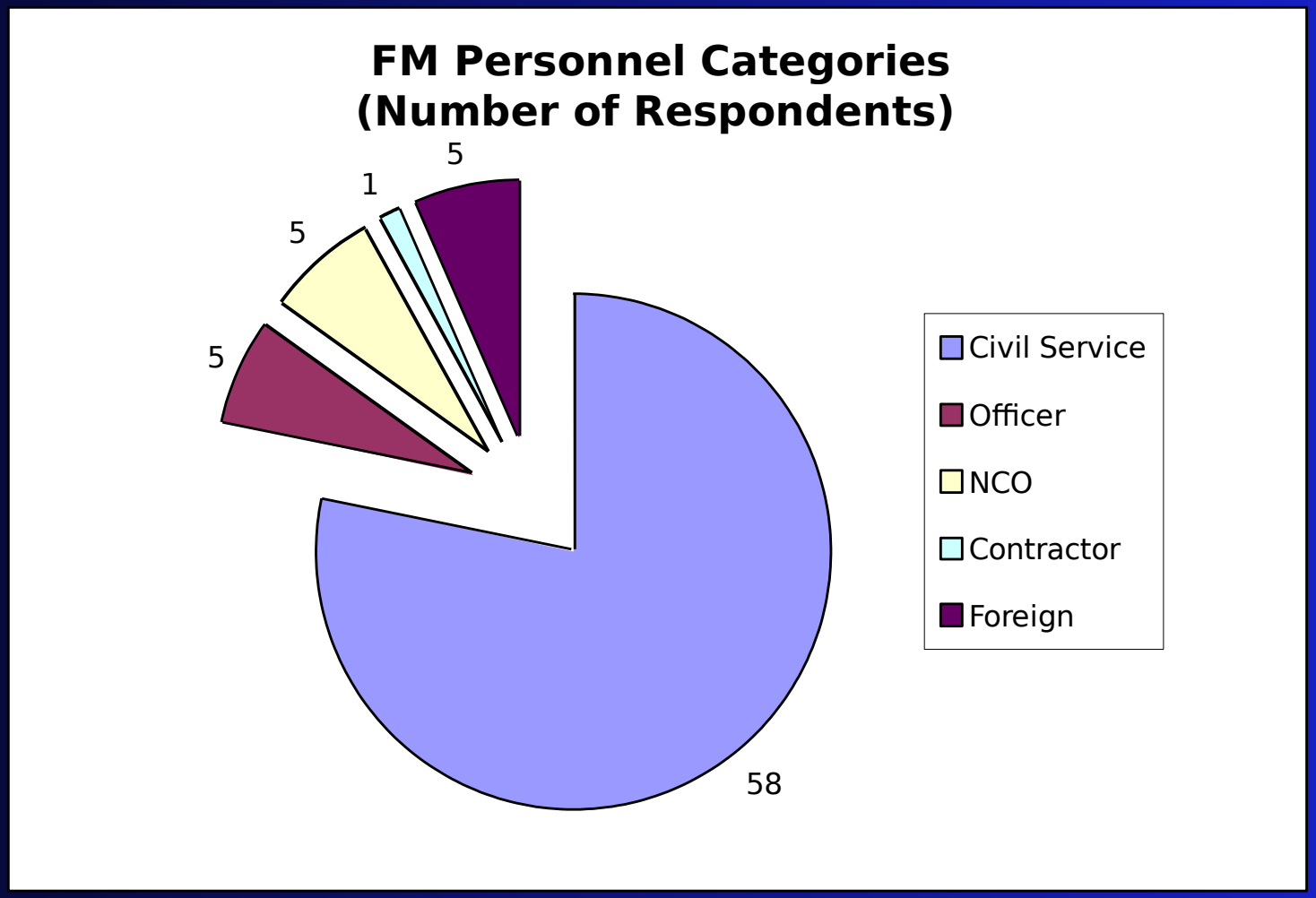


Study Results—Other Data

- Could not have completed the study without ***great response*** from field on surveys
  - *THANKS FOR YOUR HELP !!!*
- Of 79 installations, received responses from
  - 74 Facility Managers
  - 73 supervisors
- Much data is of interest beyond just classification of positions

Study Results—Other Data

Of 58 Civil Service respondents, 48 were GS-1640 s



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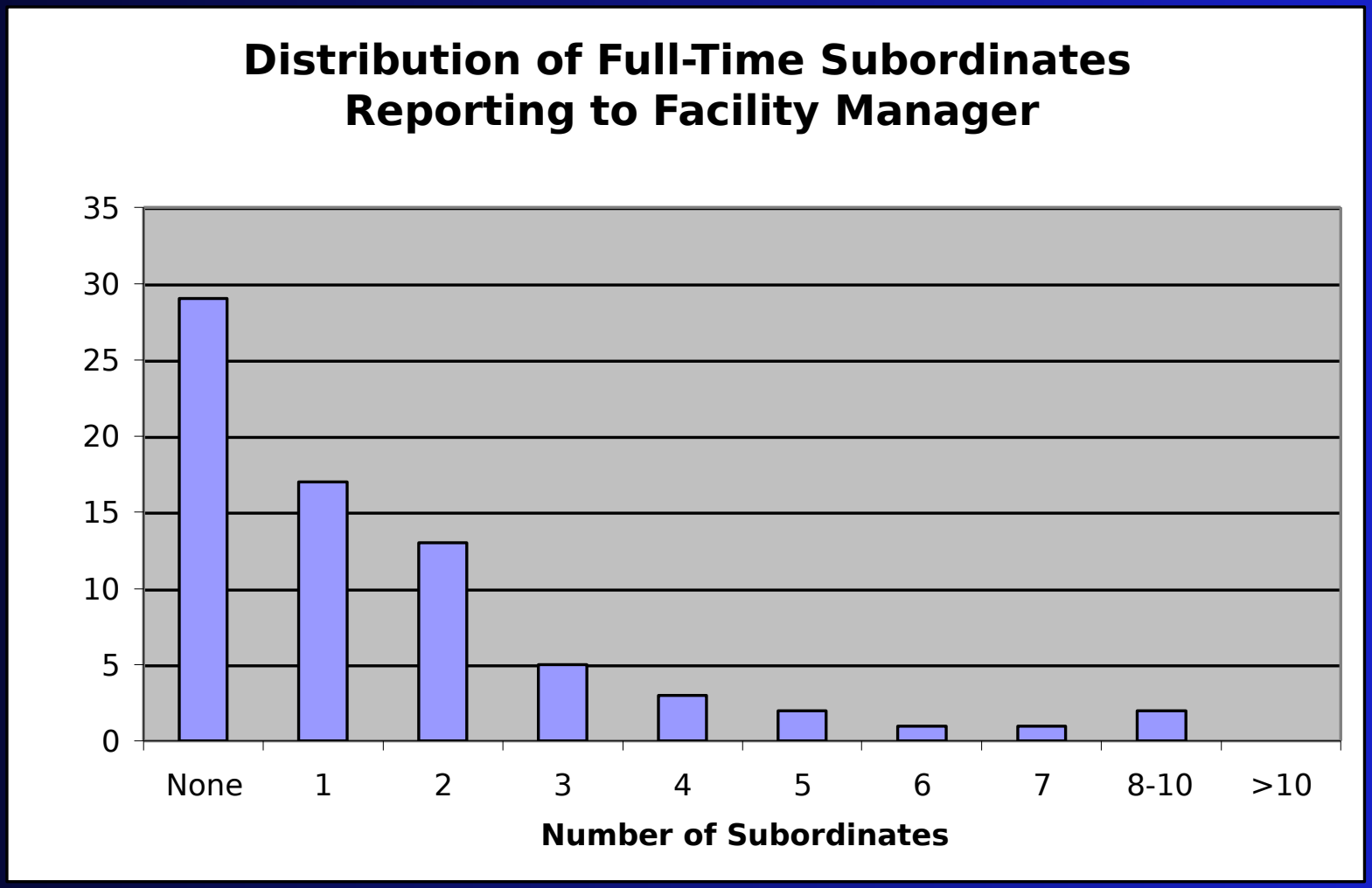
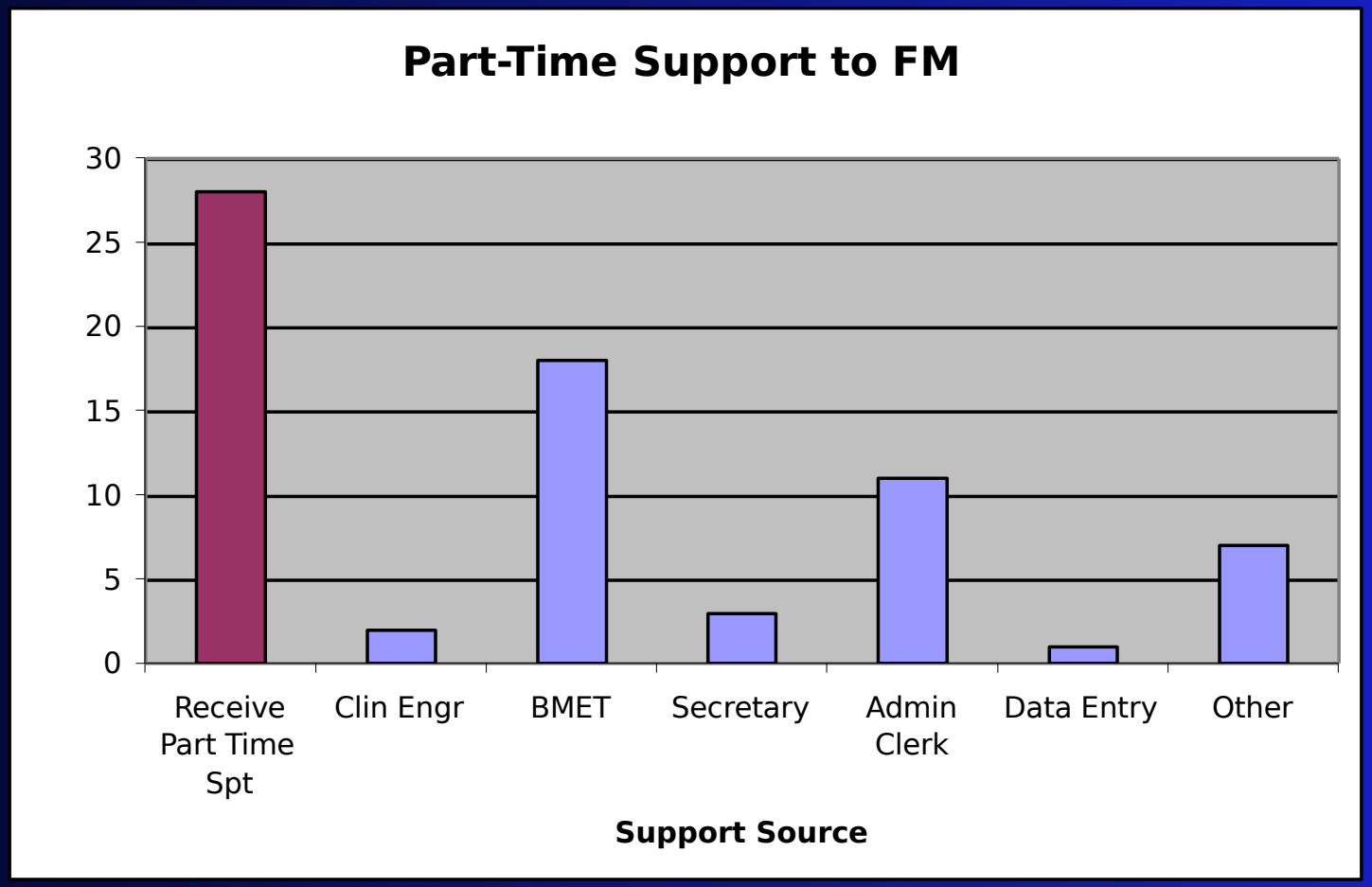


Study Results—Other Data

Positions providing at least 8 hours/week support



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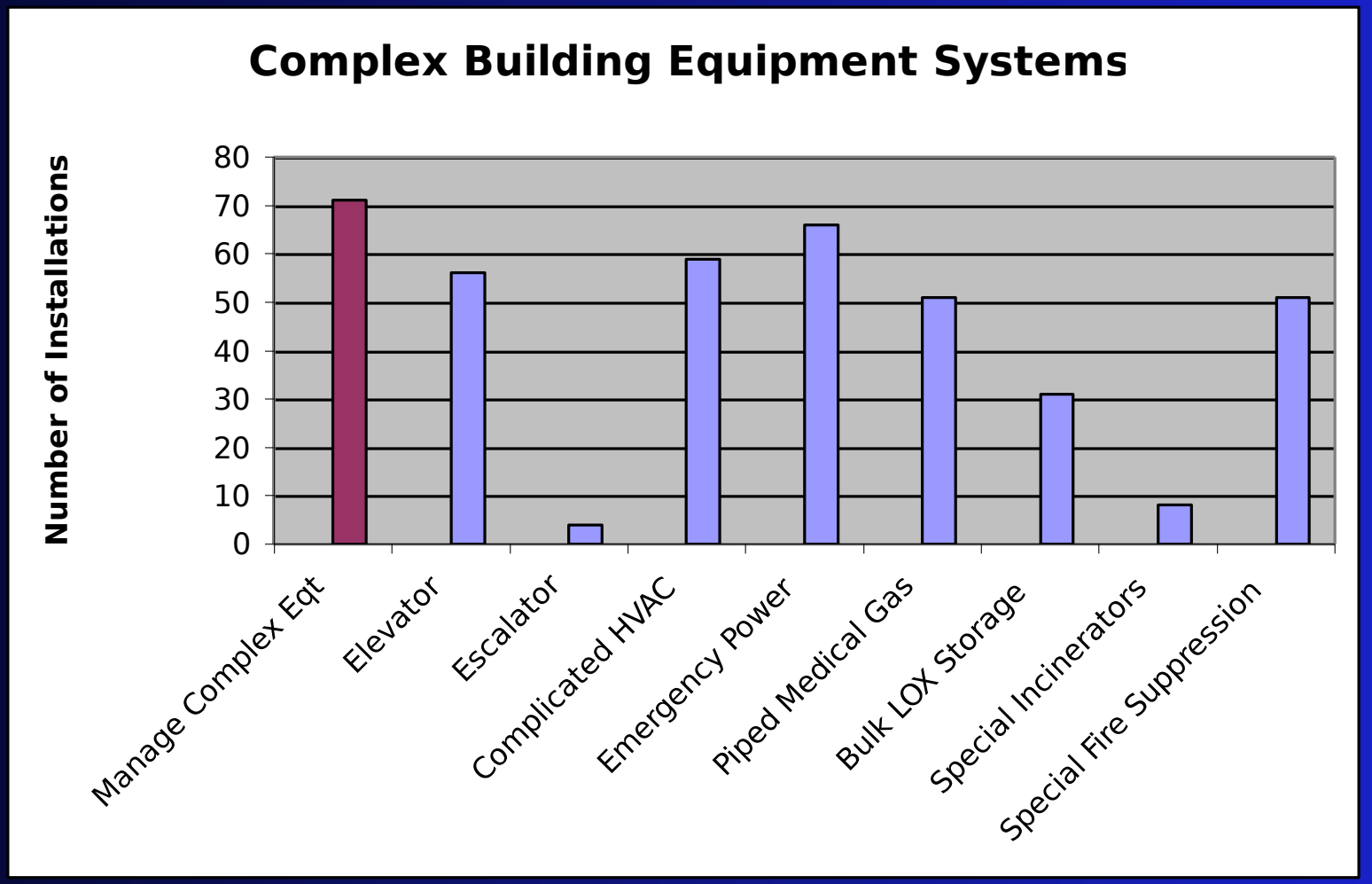

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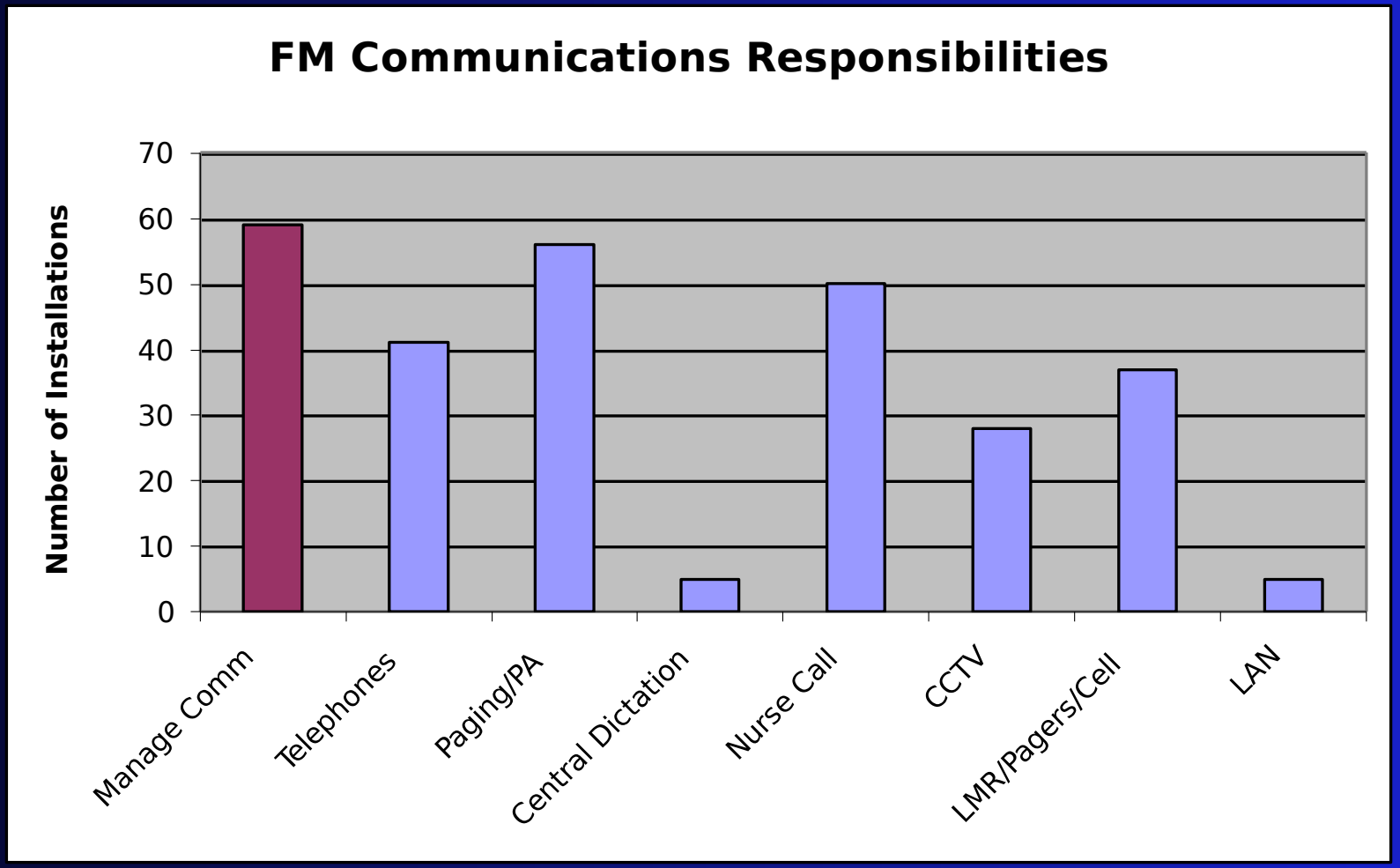

Implementing SCPDs

- Supervisor and FM:
  - Should download and study the SCPDs; *especially the classification criteria*
  - Determine best match; consult Chuck Callender
- FM supervisor should take initiative at CPO
- Be patient; some CPOs are overloaded
- Be ready for an interview (desk audit)
  - Have good examples of how your position aligns with classification criteria

Implementing SCPDs

- Rough guidelines for SCPD applicability
  (consult SCPDs and OPM classification standard for details)
  - GS-9
    - Usual hours of operation on weekdays during normal duty hours or limited extended hours
  - GS-11
    - Extended operating hours or 24 x 7 operations

Implementing SCPDs

- Compare and Contrast
  - GS-9
    - Primary care and general practice health care with no regional or referral services
    - Typically no more than one specialized laboratory or training unit
  - GS-11
    - Comprehensive range of medical services with some limited specialty care available
    - Some limited regional or referral services and/or support to other federal agency health care programs

Implementing SCPDs

- Compare and Contrast
  - GS-9
    - Limited quantities of moderately complex equipment, such as dental air compressors
    - A facility without elevators, escalators or complicated HVAC systems
  - GS-11
    - Highly complex systems such as elevators, escalators, emergency power systems, piped medical gas systems, complicated heating and air conditioning requirements

Implementing SCPDs

- Compare and Contrast
  - GS-9
    - No minimum requirement established
  - GS-11
    - Several SRM projects in programming, design or construction as a result of aging facilities
    - Multiple buildings with different functions

Implementing SCPDs

- GS-12 guideline
  - A medical facility comprised of multiple buildings with different functions requiring different operational procedures
  - A mission ordinarily characterized by **one or more** of the following:
    - Tertiary care involving a broad range of clinical specialties and sub-specialties, often including graduate medical education programs
    - Active referral care responsibilities that include treating patients within an extended region, support to other federal agency health care programs and/or serving as a hub for teleradiology or telemedicine referrals
    - Multiple specialized labs or training functions

Implementing SCPDs

- GS-12 guideline (continued)
  - A mission ordinarily characterized by **one or more** of the following (list continued from previous slide):
    - Extensive variety of complex building equipment systems supporting highly advanced care environments such as specialized operating rooms, cardiac cath labs, computed tomography, magnetic resonance imaging, or hyperbaric medicine
    - Multiple, complex sustainment, restoration and modernization (SRM) projects in programming, design, or construction on a frequent basis due to aging facilities, change in usage, updating due to technology
    - Incorporating state-of-the-art technology on a regular basis
    - Unique building structures such as interstitial space

Impact of NSPS on SCPDs

- What is National Security Personnel System?
  - "…the most sweeping change to civilian personnel authorities and responsibilities that has occurred over the last 50 years." CSAF, 13 Jan 2004
  - Law enacted Nov 2003: gives DoD authority to establish a more flexible civilian personnel management system
  - NSPS will establish new rules for how civilians are hired, assigned, compensated, promoted, and disciplined
  - NSPS will be implemented in phases beginning tentatively in July 2005

For details, see: < http://www.cpms.osd.mil/nsps/ >

Impact of NSPS on SCPDs

- Expected features of NSPS
  - New rules for hiring, assignment, promotion, and compensation
  - Pay banding
    - Latitude to assign occupations and positions to broad occupational groups and broad pay levels
    - Elimination of limiting grades and steps
    - Bands have open pay ranges; no fixed step rates
    - Will affect all General Schedule employees
    - New methods for classification and qualification determination

Impact of NSPS on SCPDs

- How does USAF plan to implement NSPS?
  (per “Civilian Personnel Classification Policy,” CSAF memo, 13 Jan 2004)
  - Increase use of SCPDs
  - “… all new SCPDs must be implemented for all applicable positions within 6 months of issuance.”
  - SCPD library will develop NSPS companion documents for SCPDs
  - Plan is for positions on SCPDs to automatically convert to NSPS documents upon implementation of NSPS

Impact of NSPS on SCPDs

- Air Force classification policy (continued)
  - CPOs will not process position review actions within two years of date position was last classified/reviewed, except in case of:
    - Substantial AF reorganization or restructuring, MAJCOM or local reorganizations
    - Application of OPM classification standards (covers potential GS-12 positions)
    - SCPD application (covers GS-9 and GS-11 SCPDs)
    - Appeals or other third party decisions

Conclusions

- Medical facility management SCPDs published “in the nick of time”
  - Air Force push to SCPDs—ready for NSPS
- Expect overall improvement in grades for 1640-series positions
  - GS-8s to GS-10; GS-10s to GS-11
  - Net increase in GS-11s and add a few GS-12s
- Simplified personnel management

QUESTIONS?

(Bearing in mind I am not a civilian personnel apologist, spokesman or expert)